**NicoleSanchez**

**Recruiter**

**Nicole.San100@pm.me ◼ (484) 891-0980 ◼**

**Results-driven Talent recruitment and acquisition professional**, with the proven ability to reach industry targets. Leading a team and managing all phases of full-cycle recruiting, from initial sourcing and screening through offer negotiations, placement and onboarding. Creatively source high-caliber candidates by leveraging recruiting software, social media, cold calling and employee referrals.Recognized for exceeding hiring goals won Annual RPO Solutions Award of Excellence - Alexander Mann Solutions (2018). Eager to help your organization build strong internal teams.

Performed professional, technical and managerial recruiting in areas including:

|  |  |  |  |
| --- | --- | --- | --- |
| * Technology | * Investment Banking | * Telecommunications | * Chemical Industries |

**Recruiting Tools:**

LinkedIn Recruiter ◼ Workday ◼ Kenexa ◼ Taleo

◼ CareerBuilder ◼ Indeed ◼ Github◼ Stack Overflow

**Recruitment Skills**

|  |  |  |
| --- | --- | --- |
| * *Talent Assessment & Acquisition* * *Candidate Sourcing & Screening* * *Advanced Boolean Searches* * *Exempt & Non-Exempt Staffing* | * *Recruiting* * *High-Volume Staffing* * *Offer Negotiations* * *Placement & Onboarding* | * *ATS & Recruiting Software* * *Social Media Recruiting Tools* * *Employment Law* * *Client Relationship Management* |

**Education**

Georgian Court University (Lakewood, NJ) ◼ **M.B.A. in Business Management**

Temple University (Philadelphia, PA) ◼ **B.B.A. in Human Resource Administration & Legal Studies**

**Professional Experience**

MANPOWER – **Contract Senior Technical Recruiter** at Comcast - 11/2022 – 6/2023 laid off

* Manages all aspects of the recruitment process including: job requisition design, sourcing, screening, pre-employment checks, compliance, offers of employment and on-boarding.
* Works with senior management to develop strategies across all business units.
* Oversees the development of initial job requisition including outlining requirements for positions and ensuring the requisition is approved and posted to applicant tracking system.
* Creates and revises job descriptions as needed.
* Collaborates with hiring department to develop firm understanding of department culture and position requirements, including skills and background required for the position.
* Provides expert advice and guidance to hiring managers throughout the recruitment process.
* Builds candidate pipeline through targeted advertising, direct sourcing, employee referrals, networking and recruitment events.
* Develops and maintains relationships with businesses, government and community service agencies, colleges, employment agencies and search firms and other recruiters. Makes public presentations at job fairs, schools and organizations regarding the Company and its employment opportunities.
* Reviews employment applications, resumes and other credentials. Oversees pre-screening, in-person interviews and pre-employment assessments.
* Screens and refers candidates for additional interviews and assists hiring managers with interviews when necessary. Provides timely follow up and correspondence.
* Coordinates background investigations and verifications of educational and employment experience.
* Provides employment recommendations to hiring manager based upon candidate qualifications, application materials, interviews and references.

AMAZON – **Senior Technical Sourcing Recruiter -** 8/2022 – 11/2022 (part of layoff)

* Build effective sourcing and assessment strategies to achieve hiring results.
* Builds and maintains network of passive candidates and understands and implements on-going relationship management.
* Screens and assesses candidates to determine job fit, demonstrating ability to anticipate hiring manager preferences through high offer-to-interview ratios.
* Recommend ideas to improve the company and the team within Amazon's mission to deliver the highest quality results to the customer.
* Manages client relationships and partners with hiring managers and interview teams.
* Drives and assesses the health of pipeline volume and velocity.
* Participates in special projects/recruiting initiatives.
* Executes to the sourcing and performance goals laid out within their team.
* Adherence to internal company processes/SLAs associated with all aspects of recruiting.
* Actively manages all job postings and keeps positions current and active in recruiting systems.

ALEXANDER MANN SOLUTIONS (AMS) – BANK OF AMERICA (Client) REMOTE

◼ **Senior Recruiter and** **Team Leader for Senior Technical Recruiters and Technical Sourcers**

**6/2021 to 8/2022**

* Hire, lead, and develop a team of 30 Senior Recruiters and Sourcing Specialists.
* Experience building, coaching and managing a recruiting team.
* Responsible for team objective setting, performance management and development planning.
* Responsible for team morale, productivity and discipline.
* Manage the team’s holiday and sickness and ensure that sufficient cover is provided as required per client desk.
* Manage the program and organize resources for induction of new staff.
* Act as a local point for escalations surrounding client, contractor and internal issues.
* Support team by holding biweekly meeting to discuss/ progress and escalate issues.
* Participate in various weekly, monthly and quarterly meetings and calls.
* Preparing monthly and quarterly team's performance reviews.
* Build and maintain strong working relationships with client.
* Ensure processes and compliance are adhered to and identify any gaps.
* Manage any ad hoc projects and conducting interviews with internal and external candidates.
* Conduct new hire orientation.

ALEXANDER MANN SOLUTIONS BANK OF AMERICA & MERRILL EDGE (Client) - REMOTE ◼ **Sr. Recruiter/ Principal Resource Specialist,** 1/2017 to 12/2018 & 3/2020 -6/2020 Laid off due to Covid 19

* Consistently met hiring goals, met objectives and metrics as communicated by management.
* Effectively conducted behavioral based interviewing, interpreted results, assessed candidate qualifications, and made recommendations to hiring managers.
* Provided weekly candidate pipeline report to hiring manager team.
* Worked with business leaders to forecasted placements based on demand.
* Involvement in on-site job fairs and networking events.
* Skilled in the ability to interpret and apply employment laws including Title VII, FLSA, EEOC, ERISA, COBRA, ADA, FMLA and other federal and state laws.

INFOTEK CONSULTING (TD BANK) ◼ **Regional Contract Recruiter,** 10/2015 to 6/2016 Mt. Laurel, NJ

* Effectively managing the staffing for 60 locations throughout 3 regions, averaging 40 to 50 requisitions/month.
* High Volume Recruiter responsible for all stages of the hiring process for multiple offices including sourcing, screening and interviewing candidates, negotiating, extending and closing offers and completing on-boarding documentation.
* Assisted coordinating job fairs for TD Bank in New York, New Jersey, Pennsylvania and Massachusetts.
* Ensured all hiring activity reports are updated and completed on a regular basis.
* Developed a pool of qualified candidates in advance of need.

ADEX (Verizon Wireless) ◼ **Sr. Contract Recruiter,** 4/2014 to 11/2014 – Basking Ridge, NJ

* Effectively managed nationwide staffing for the Network division, average 35 to 40 requisitions/month.
* High-Volume Recruiter that partnered with Sr. Recruiters, HR Business Partners and clients to gather immediate needs & strategic hiring needs.
* Strategized and implemented effective short and long-term recruitment marketing campaigns to create awareness of positions.

ACCU STAFFING (Federal Reserve Bank) ◼ **Contract Recruiter,** 5/2013 to 7/2013 - Philadelphia, PA

* Partnered with hiring managers to discern workforce needs; define job parameters; outline desired qualifications; and source, screen, in person interviews and select best-option candidates for skilled/technical trades, management positions and support staff openings.
* Created multiple sourcing strategies to recruit top-talent.
* Presented recruiting updates and hiring strategies at weekly meetings.

**Certifications**

* Strategic HR Leadership Certification – Human Capital Institute (HCI)
* Professional Recruiter Certification (PRC) AIRS Certified
* Certified Internet Recruiter (CIR) AIRS Certified
* Certified Diversity Recruiter (CDR) AIRS Certified

**Applications**

Workday, Indeed, LinkedIn Recruiter, ADP, Oracle, Taleo, & Kenexa, Greenhouse, ICIMS, E-Verify, MS Office Suite, G- Suite, HRIS, ICIMS, Calendly, DialPad

**Activities**

Member of AMS Diversity, Equity and Inclusion Advisory Board 2021 – 2022